

**UNITED STATES COURT OF APPEALS
FOR THE SIXTH CIRCUIT**



Vacancy Announcement No. 10-07

Position:	Administrative Assistant
Location:	Cincinnati, OH
Salary:	\$21,406-\$34,807 (CPS 24) (Salary is commensurate with experience)
Tour of Duty:	Part-Time (24 hours) temporary position for one year and one day (May be extended or converted to Full-Time)
Closing Date:	The position will remain open until filled. To ensure consideration, applications must be received by the close of business on December 10, 2010.

The United States Court of Appeals for the Sixth Judicial Circuit has an opening for the position of **Administrative Assistant**.

Position Description: The position is located in the Office of the Circuit Executive. The Administrative Assistant performs administrative and secretarial support for the Circuit Executive, primarily in support of the Assistant Circuit Executive for Space & Facilities. The position's duties include: prepare and/or edit letters, documents, reports and other correspondences; maintain, track and update files, records and databases; locate, scan, copy, and file documents; maintain calendar; establish and maintain suspense file; assist with coordinating meetings; monitor and update occupancy agreements; review and verify rent bills and space inventory; track construction and furniture finances of projects; monitor projects using software program; serve as contact liaison for building maintenance activities and services; assist with procurement and inventory activities; and maintain space and facilities vendor library.

Qualifications:

Required: A minimum of two years of progressively responsible administrative support experience, with at least one year progressively responsible clerical or administrative experience which demonstrates the particular knowledge, skills and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding and the use of specialized terminology. Excellent communication skills, both oral and written, strong organizational skills, and interpersonal skills. Accuracy and attention to detail in grammar, spelling, editing and proofreading. Ability to maintain strict confidentiality of all office and judicial matters. High school diploma or equivalent.

Preferred: Proficiency or ability to quickly become proficient with Windows XP-based applications, including Word Perfect x3, Microsoft Project Manager and Microsoft Excel. Experience in an architectural, facilities management, court, or legal setting.

Application Procedure: Send (1) your resume and (2) a letter outlining your qualifications and relating your skills and experience to: Human Resources Manager, United States Court of Appeals for the Sixth Circuit, Room 503, 100 East Fifth Street, Cincinnati, Ohio 45202. **Applications must be submitted in hard copy form.** The position will remain open until filled. However, to ensure consideration, applications must be received by the close of business on **December 10, 2010**.

Conditions of Employment: Applicant must be a United States citizen or eligible to work in the United States. Appointment to position is provisional pending suitability determination by the court based on results of background check. Employees are required to use Electronic Fund Transfer for payroll deposit.

Benefits: Employees of the U.S. Courts are not classified under the civil service, however, they are entitled to the same benefits as other federal employees. For additional information about working for the federal judiciary, please visit: uscourts.gov/careers.aspx.

THE OFFICE OF THE CIRCUIT EXECUTIVE IS AN EQUAL OPPORTUNITY EMPLOYER